



County of Los Angeles CHIEF EXECUTIVE OFFICE

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August 9, 2011

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

11 August 9, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by deleting non-represented classifications, by changing the title of classifications, by reclassifying positions in various County departments, and by making technical corrections.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending

- Title 2 – Administration, of the County Code to reflect classification deletions;
- Title 5 – Personnel, of the County Code to reflect classification deletions;
- Title 6 – Salaries, of the County Code to delete 55 non-represented classifications, to change the titles of three (3) non-represented classifications, to reclassify 21 positions to implement results of classification studies in the departments of the Assessor, Board of Supervisors, Child Support Services, County Counsel, Fire, Health Services, Human Resources, Internal Services, Mental Health, and Registrar-Recorder/County Clerk, and to make technical corrections.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs (Attachment B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Deleted Non-Represented Classifications

In conjunction with our Human Resources Transformation Strategic Initiative Project to reduce classifications, we are recommending deleting 55 non-represented classifications (Attachment A). As part of our standard process we have obtained concurrence from department-users for these obsolete classification deletions, which have been vacant for a significant amount of time. In addition, any compensation provisions that identify any of the classes up for deletion will be amended accordingly.

We are further recommending the deletion of 54 vacant non-represented Superior Court classifications (Attachment A). The responsibility for these classifications was transferred as a result of the passage of SB 1732, which required the transfer of county courthouses to the State. These classes were previously deleted from the County's classification plan; however, they remain in the Countywide Timekeeping and Payroll Personnel System (CWTAPPS). Since these classes have been vacant since 2005 and the department no longer exists, we recommend that they be deleted from CWTAPPS.

Title Changes/Departmental Provision

We are recommending a title change for Supervising Psychiatric Social Worker (Attachment A). The proposed new title, Mental Health Clinical Supervisor, is a more general title that reflects the broadening of the Minimum Requirements to include licensure and experience as either a Clinical Social Worker or Marriage and Family Therapist. In addition, this title is referenced in a separate compensation provision and will be amended accordingly.

Additionally, we are recommending that "Affirmative Action" be removed from the title of the classes of Senior Deputy Affirmative Action Compliance Officer and Deputy Affirmative Action Compliance Officer. The term "Affirmative Action" is considered outdated in the field of human resources as it now falls under the overall concept of employment equity.

We are further recommending a title change of the department-specific classification of Information Technology Manager, Eligibility Systems to a generic title of Senior Information Technology Manager. This classification, which is allocated in the Department of Public Social Services, is being revised so that it can be used to cover other IT management assignments that are similar in size and scope.

Reclassifications

Based upon individual position studies conducted at the request of eight (8) departments, we recommend that 17 positions be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Further, based on our continuing implementation of the Countywide Human Resources Manager Study in conjunction with the current HR Transformation Project to consolidate single position classifications to broader, generic classifications, we recommend that four (4) positions in three (3) departments be reclassified (Attachment C). The assigned duties, responsibilities, and/or utilization of these positions are sufficiently similar to those within the Departmental Human Resources Manager Series and Administrative Deputy Series, respectively.

Technical Corrections

We are amending the staffing provisions for the Departments of Beaches and Harbors and Mental Health to make technical corrections to our Countywide Contracting Occupational Study recommendations adopted by your Board on March 29, 2011. For the Department of Beaches and Harbors we inadvertently reclassified one (1) Contracts Monitor, Recreational Services that was allocated to their Contract & Grants Unit to an Administrative Services Manager I classification. As such in Sections 20 and 21 of the attached ordinance we are recommending the deletion of one (1) Administrative Services Manager I item and the addition of one (1) Contract Monitor, Recreational Services item, respectively. For the Department of Mental Health, one (1) additional Administrative Services Manager I item was inadvertently ordinated to their Contracts Development and Administration Division. As such, in Section 43 of the attached ordinance we are recommending the deletion of one (1) Administrative Services Manager I item. These technical corrections were identified after further review of each department's item control and additional information that was provided by each department.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the 21 positions that will be reclassified is estimated to total \$148,555 (all funds). Net County cost estimated to be \$74,870. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

The Honorable Board of Supervisors
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FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:EFS
SJM:LR:KP:ra

Attachments (3)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

ATTACHMENT A**NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION**

Item No.	Title
0862	Assistant Chief Executive Officer
8129	Assistant Director, Human Relations Commission (UC)
8127	Assistant Executive Director, Human Relations Commission
2637	Assistant Manager, Systems Maintenance and Operations, Sheriff
5541	Biomedical Equipment Technician Supervisor
9260	Bureau Chief, Public Defender
4449	Case and Hearing Coordinator, Regional Planning
0991	Chief, Administration and Contract Services, Animal Care and Control
1018	Chief, Administrative Services, Library
8128	Chief Deputy Director, Human Relations Commission (UC)
1633	Chief Deputy Director, Ombudsman (UC)
4544	Chief Deputy, M.D., Health Services, Public Health Program (UC)
1762	Chief Epidemiologist, Public Health
2618	Chief, Information Systems, Fire
0999	Chief, Management Services, Assessor
5302	Chief Nurse, Midwifery Services
1050	Chief, Quality Assurance Program
2607	Chief, Systems Division, Assessor

ATTACHMENT A

Item No.	Title
9096	Children's Services Inspector General
1506	Claims Adjuster Analyst I
1507	Claims Adjuster Analyst II
6651	Clinical Laboratory Equipment Technician
2898	Commander, District Attorney
1606	Coordinator, Community Anti-Gang/Anti-Street Crime Program
2820	Crossing Guard
1906	Deputy, Administration and Special Programs, DHR
4563	Deputy Director, M.D., Public Health Programs
9959	Deputy District Attorney (UC)
8193	Division Chief, Community Services
0944	Executive Assistant, Narcotics and Dangerous Drugs Commission
8126	Executive Director, Human Relations Commission
9095	Executive Director, Inter-Agency Council on Child Abuse and Neglect (ICAN)
5117	Graduate Vocational Nurse, Unlicensed
1017	Head, Budget Services, Regional Planning
4617	Head, Management Information Center, Health Services
1079	Head, Management Services, Board of Supervisors
1864	Hospital Training Coordinator
9451	Management Development Participant

ATTACHMENT A

Item No.	Title
2306	Manager, Evidence and Property Operations, Sheriff
6657	Manager I, Crafts Operations
4577	Medical Director, Public Health Programs (UC)
5294	Nursing Systems Consultant
1852	Personnel Officer I
8060	Resident, Hospital Administration
9209	Senior Assistant, County Counsel
4627	Special Assistant I, Health Services
9981	Special Assistant, Attorney, District Attorney (UC)
9982	Special Assistant, Attorney, District Attorney (UC)
9983	Special Assistant, Attorney, District Attorney (UC)
9984	Special Assistant, Attorney, District Attorney (UC)
9952	Special Assistant, District Attorney (UC)
9953	Special Assistant, District Attorney (UC)
0919	Staff Assistant, Central Court Operations, Public Defender
8244	Student Intern Worker
1508	Supervising Claims Adjuster Analyst

ATTACHMENT A**OBSOLETE SUPERIOR COURT CLASSES
RECOMMENDED FOR DELETION IN CWTAPPS ONLY**

Item No.	Title
3112	Accountant, Municipal Court, NCS
3113	Accounting Technician, Municipal Court, NCS
3114	Administrative Assistant, Municipal Court, NCS
3164	Administrative Services Manager, Municipal Court, NCS
3168	Assistant Payroll Technician, Municipal Court, NCS
3157	Computer Operations Supervisor, Municipal Court, NCS
3158	Data Conversion Supervisor, Municipal Court, NCS
3159	Data Conversion Supervisor III, Municipal Court, NCS
3163	Data Processing Specialist I, Municipal Court, NCS
3170	Data Systems Analyst Aid, Municipal Court, NCS
3116	Data Systems Coordinator, Municipal Court, NCS
3117	EDP Staff Aid, Municipal Court, NCS
3171	EDP Support Analyst II, Municipal Court, NCS
3118	Executive Secretary, Municipal Court, NCS
3121	General Maintenance Supervisor, Municipal Court, NCS
3123	Graphic Artist, Municipal Court, NCS
3124	Intermediate Accountant, Municipal Court, NCS
3125	Interpreter, Municipal Court, NCS

ATTACHMENT A

Item No.	Title
3126	Light Vehicle Driver, Municipal Court, NCS
3127	Management Secretary, Municipal Court, NCS
3184	Management Secretary II, Municipal Court, NCS
3172	Management Services Specialist, Municipal Court, NCS
3128	Personnel Assistant, Municipal Court, NCS
3129	Personnel Clerk, Municipal Court, NCS
3130	Personnel Technician, Municipal Court, NCS
3131	Principal Administrative Assistant, Municipal Court, NCS
3199	Principal Budget Analyst, Planning and Research
3132	Principal Personnel Assistant, Municipal Court, NCS
3133	Principal Programmer Analyst, Municipal Court, NCS
3134	Procurement Aid, Municipal Court, NCS
3136	Secretary, Municipal Court, NCS
3137	Secretary to Presiding Judge, Municipal Court, NCS
3138	Senior Accountant, Municipal Court, NCS
3139	Senior Administrative Assistant, Municipal Court, NCS
3140	Senior Courtroom Clerk, Municipal Court, NCS
3141	Senior Judicial Secretary, Municipal Court, NCS
3142	Senior Management Secretary, Municipal Court, NCS
3143	Senior Personnel Assistant, Municipal Court, NCS

ATTACHMENT A

Item No.	Title
3145	Senior Secretary I, Municipal Court, NCS
3146	Senior Secretary II, Municipal Court, NCS
3147	Senior Secretary III, Municipal Court, NCS
3177	Senior System Aid, Municipal Court, NCS
3148	Staff Assistant, Municipal Court, NCS
3198	Staff Attorney II, Planning and Research
3149	Staff Development Specialist, Municipal Court, NCS
3150	Statistical Analyst, Municipal Court, NCS
3162	Stenographer, Municipal Court, NCS
3151	Supervising Computer Operator, Municipal Court, NCS
3152	Supervising Law Clerk, Municipal Court
3180	Supervising Payroll Technician, Municipal Court, NCS
3181	Systems Aid, Municipal Court, NCS
3153	Systems Programmer, Municipal Court, NCS
3154	Telecommunications Technician, Municipal Court
3155	Warehouse Manager, Municipal Court, NCS

ATTACHMENT A**REPRESENTED CLASS RECOMMENDED FOR TITLE CHANGE**

Item No.	Current Title	New Title
9038	Supervising Psychiatric Social Worker	Mental Health Clinical Supervisor

NON-REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE

Item No.	Title	New Title
1681	Deputy Affirmative Action Compliance Officer	Deputy Compliance Officer
1682	Senior Deputy Affirmative Action Compliance Officer	Senior Deputy Compliance Officer
2619	Information Technology Manager, Eligibility Systems	Senior Information Technology Manager

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

ASSESSOR

Number of Positions	Present Classification and Salary	Classification Findings and Salary
10	Ownership Clerk II Item No. 1360A NMV 67E Represented	Ownership Services Specialist Item No. 1361A NMV 71E Represented

The subject Ownership Clerk II positions report to a budgeted Ownership Services Supervisor I and are assigned to one of the two Proposition Investigation Units within the Ownership Services Division of the Roll Services Branch. The positions' primary duties include investigating denied ownership proposition claims; analyzing and determining the eligibility of the denied proposition claims; and applying various complex laws and Revenue and Taxation Code regulations in order to respond to constituents regarding their denied proposition claims.

The assigned duties are consistent with the classification standards for Ownership Services Specialist. By definition, the Ownership Services Specialist class requires the possession of higher-level knowledge, skill and ability to analyze, interpret and correctly apply the aforementioned regulations and laws. Therefore, we recommend upward reclassification to Ownership Services Specialist.

BOARD OF SUPERVISORS

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Assistant III Item No. 0889A NM 85K Represented	Executive Assistant Item No. 1120A NM 103E Non-Represented

The subject Administrative Assistant III position is currently vacant and will report directly to the Chief Deputy, Executive Officer, Board of Supervisors (UC), located in the Executive Office's Administration Division, which will work collaboratively with division managers, the Chief Executive Office's (CEO) Intergovernmental and External Affairs Branch, Department Heads, Board Deputies, and State Legislators and their staff. The position will be primarily utilized to function as the department's legislative expert as well as oversee and coordinate all public records requests.

Specifically, the position's main legislative duties will include analyzing and reviewing pending legislation and making recommendations for changes to proposed and existing legislation that impact the Executive Office, the Board and numerous County Commissions; developing legislative proposals that directly impact the Board and the Executive Office; and tracking the status of proposed changes and assisting in the implementation of adopted legislative changes.

Additional responsibilities will include public records request to determine if a request meets the requirements of the Public Records Act; providing information that complies with regulations set forth by the Public Records Act; and analyzing and responding, in writing, to subpoenas, court orders and other requests for information while ensuring that responses to requests are made within the timeframe mandated by California law.

As such, the aforementioned duties will be more reflective with those performed by an Executive Assistant, a classification which encompasses critical aspects of the subject job including conducting legislative analyses; recommending changes in legislation; and serving as legislative liaison with the Chief Executive Office, various commissions, and external public and private entities. Therefore, we recommend upward reclassification of this position.

CHILD SUPPORT SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Accounting Officer II Item No. 0657A NM 90B Represented	Fiscal Officer I Item No. 0752A NM 97A Non-Represented

The subject Accounting Officer II position reports directly to a Fiscal Officer II and is assigned to the Fiscal Management Division, Accounting Services Section, which prepares administrative claims to capture detailed departmental expenditures. The position provides oversight of the daily operation, through subordinate supervisors, to four (4) units: General Accounting, Internal Control, Claim/Revenue/Cashier, and Accounts Payable. In addition to its supervisory duties, the position functions as the departmental liaison to the Auditor-Controller, the State, and other outside auditor agencies to address the State's claiming procedures, internal controls compliance, and audits.

The duties and responsibilities assigned to this position are consistent with the classification standards for the Fiscal Officer I classification. By definition, the Fiscal Officer I directs the work of a moderate staff in the operation of a moderate to large scale complex accounting program through a subordinate accounting officer and has major non-accounting financial responsibility which involves the supervision of an active collection program, making recommendations concerning the management and investment of large funds, preparation of highly technical financial analyses and projections, or negotiation and administration of revenue producing agreements. Therefore, we recommend upward reclassification of this position.

**HEALTH SERVICES – RANCHO LOS AMIGOS NATIONAL REHABILITATION
CENTER**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Electroencephalograph Technician I Item No. 5560A NM 72G Represented	Electroencephalograph Technician II Item No. 5561A NM 75H Represented

The subject Electroencephalograph (EEG) Technician I position reports to a Physician Specialist and is assigned to the Epilepsy Unit in the Neurology Department. The position is responsible for performing long-term, noninvasive video-EEG monitoring studies on inpatients who are suffering from medically intractable epilepsy. Additional duties consist of the completion of appropriate EEG reports, minor repairs, maintenance of inventory supplies, as well as providing technical guidance and hands-on training to community college students on proper EEG techniques and test administration.

The scope of the subject position's duties is more consistent with the class specifications for the EEG Technician II classification, which performs more complex testing procedures. The duties and requisite skill is more than those expected of a journey-level EEG Technician I, which performs routine EEG exams. Therefore, we recommend the upward reclassification to Electroencephalograph Technician II.

HUMAN RESOURCES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Principal Deputy Affirmative Action Compliance Officer (UC) Item No. 1685A N23 R11 Non-Represented	Principal Analyst, Human Resources Item No. 1914A NM 107D Non-Represented

The subject position is recommended to be removed from the unclassified service based on the severance of its direct reporting relationship to the Chief Deputy. The severance of this reporting relationship was a result of the implementation of the January 21, 2011 Board memo recommendation to consolidate the majority of the Office of Affirmative Action and Compliance into the Department of Human Resources, as a cost neutral way to fund the new equity oversight panel. As a result, this classification no longer meets the criteria for unclassified status, based on County Charter, Article IX, Section 33, which requires that unclassified positions be next in line of authority to Chief Deputy.

The subject position most closely matches the Principal Analyst, Human Resources in terms of duties, as well as level and scope of responsibility, and is consistent with the class concept and allocation standards for Principal Analyst, Human Resources. The Principal Analyst, Human Resources has immediate charge of a major program providing operating departments with professional services and guidance in the administration of Countywide programs. The subject position will report to a Senior Human Resources Manager and will be responsible for managing, planning, organizing, and evaluating the work of one or more sections of professional staff engaged in investigating, monitoring and enforcing compliance of employment equity, diversity and civil rights-related programs. Therefore, we recommend the upward reclassification to Principal Analyst, Human Resources. This department specific classification will be deleted from the Classification Plan once vacated.

INTERNAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Manager XI, ISD Item No. 1080A N23 S11 Non-Represented	Administrative Manager XIII, ISD Item No. 1082A N23 S13 Non-Represented

The subject Administrative Services Manager XI, ISD position reports directly to an Administrative Manager XV, ISD, UC who serves as the departmental Administrative Deputy, and is assigned to the Support Division within Administration and Finance Service. The position's primary responsibility is to manage all department strategic planning, as well as develop, implement, and manage the Quality Assurance Program. The subject position also serves as the departmental public information officer and legislative analyst.

The position's duties and responsibilities have grown from providing administrative oversight to encompass full time management and supervision of the entire Division. The wider scope and higher level duties of the subject position are more consistent with the Administrative Services Manager XIII, ISD, a class which manages a division within a Service of the Internal Services Department, with responsibility for planning, organizing, business development and directing services and products. Therefore, we recommend upward reclassification to Administrative Services Manager XIII, ISD.

MENTAL HEALTH

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Psychiatric Social Worker II Item No. 9035A N3MW 88B Represented	Mental Health Clinical Supervisor (Title Change) Item No. 9038A N3MW 92C Represented

The subject Psychiatric Social Worker II position reports to the Mental Health Clinical Program Head and is responsible for overseeing the Older Adult Services West Valley Mental Health Center Field-Capable Clinical Services (FCCS) Program. The position supervises a staff comprised of three (3) Psychiatric Social Workers, one (1) Mental Health Counselor, R.N., and one (1) Mental Health Services Coordinator II, which provides treatment to persons with severe and persistent mental illness throughout the San Fernando Valley area.

The duties and responsibilities of the subject position place the position in a supervisory role rather than a lead or senior-level role. The breadth of duties and the higher-level responsibility for both technical as well as administrative supervision are more consistent with the allocation standards of the Mental Health Clinical Supervisor. Therefore, we recommend upward classification of the position to Mental Health Clinical Supervisor (title changed from Supervising Psychiatric Social Worker).

REGISTRAR-RECORDER/COUNTY CLERK

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Printing Production Supervisor I Item No. 7577A NM 71G Represented	Printer I Item No. 7575A NM 67G Represented

The subject Printing Production Supervisor I position reports to a Printing Production Supervisor II and is assigned to the Information Technology Bureau, Network and Voter Systems Division, Printing Services Section. Duties include the operation of a high-speed production printer, the operation of a production paper folder for legal, letter, and ledger sized papers; and the operation of a power paper cutter to accommodate custom sized requests.

The scope of the subject position's duties is more consistent with the Printer I, a class which operates a sheet fed offset press, offset duplicator, or a high speed programmable computerized photocopier in the production of routine, standardized printing jobs. Further, the subject position does not provide supervision, technical or administrative, to any lower-level staff. Therefore, we recommend downward reclassification to Printer I.

ATTACHMENT C**RECOMMENDED RECLASSIFICATIONS FOR
COUNTYWIDE HUMAN RESOURCES MANAGER STUDY**

Department	No. of Pos.	Present Classification	No. of Pos.	Classification Findings
County Counsel	1	Administrative Deputy, County Counsel Item No. 1006A N23 S13 Non-Represented	1	Administrative Deputy II Item No. 1044A N23 S13 Non-Represented
	1	Head, Personnel & Special Services, County Counsel Item No. 1072A N23 S11 Non-Represented	1	Departmental Human Resources Manager II Item No. 1884A N23 S11 Non-Represented
Fire	1	Chief, Staff Support Operations, Fire Item No. 1049A N23 S13 Non-Represented	1	Departmental Human Resources Manager III Item No. 1885A N23 S13 Non-Represented
Internal Services	1	Administrative Manager XIII, ISD Item No. 1082A N23 S13 Non-Represented	1	Departmental Human Resources Manager III Item No. 1885A N23 S13 Non-Represented

In the continuing implementation of the Countywide Human Resources Manager Study and in conjunction with the current HR Transformation Project to consolidate single position classifications to broader classifications, we recommend the lateral reclassification of the above four (4) subject positions to the more generic Departmental Human Resources Manager II, Departmental Human Resources Manager III, and Administrative Deputy II classifications, respectively. These single-position department specific classifications will be deleted from the Classification Plan once vacated.